
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

April 5, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

Members Present

| | |
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| Baldwin, Harry | City of San Gabriel |
| Burke, Yvonne | County of Los Angeles |
| Clark, Margaret | City of Rosemead |
| Dixon, Richard | City of Lake Forest |
| Edney, Jon | City of El Centro |
| Masiel, Andrew | Pechanga Band of Luiseno Mission Indians |
| Nowatka, Paul | City of Torrance |
| Ovitt, Gary | County of San Bernardino |
| Pettis, Greg | City of Cathedral City |
| Roberts, Ron | City of Temecula |
| Wapner, Alan | City of Ontario |
| Washburn, Dennis (Vice Chair) | City of Calabasas |
| Young, Toni (Chair) | City of Port Hueneme |

Members Not Present

| | |
|-------------------|----------------------|
| Aldinger, Jim | Manhattan Beach |
| Becerra, Glenn | City of Simi Valley |
| Loveridge, Ronald | City of El Centro |
| Lowenthal, Bonnie | City of Long Beach |
| McCallon, Larry | City of Highland |
| O'Connor, Pam | City of Santa Monica |
| Parks, Bernard | City of Los Angeles |

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:00 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Action item 5.1 was reviewed and action taken, before the Consent Calendar.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of March 1, 2007

4.1.2 Contract Amendments over \$250,000

4.2 Receive and File

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000

Motion by (Pettis) to approve the consent calendar. Motion was seconded (Edney) and unanimously approved.

5.0 ACTION ITEMS

5.1 Appointment of Chair of the Administration Committee to serve as a Director of California Joint Powers Insurance Authority (CJPIA)

Wayne Moore, CFO gave an overview of the CJPIA and the necessity of member appointments. As a member of the CJPIA, SCAG is required to appoint a member of the legislative body to the Board of Directors. In addition, SCAG is required to appoint one alternate who shall be an officer or employee.

Recommendation is being requested from the Regional Council to appoint permanent assignments as follows:

- Appoint the Chair of the Administration Committee as the designated representative to the Board of Directors of the CJPIA.
- Appoint the Chief Financial Officer to serve as the designated alternate.

Motion by (Nowatka) to approve. Motion was seconded (Edney) and unanimously approved.

5.2 Application for US DOT Urban Partnership Agreement Value Pricing Pilot Program & Intelligent Transportation System Program

A motion was made, seconded, and unanimously approved to authorize SCAG to apply for, and if awarded, authorize the Executive Director or his designee to accept the United States Department of Transportation (USDOT) Urban Partnership designation and Value Pricing Pilot Program and Intelligent Transportation System Program grant funds.

6.0 INFORMATION ITEMS

6.1 CFO Monthly Financial Report for February 2007

Wayne Moore, CFO reported:

- To improve SCAG's treasury operations, the Accounting Division implemented the "Automatic Clearing House Block" program with the Bank of the West. This feature will prevent any unauthorized electronic transfers.
- In the Budgets & Grants Division, staff is working to finish preparations on the final budget by month-end. The General Fund Budget will be submitted to the General Assembly for final approval in May.
- In the Contracts Division, SCAG staff member, Lori Grebbien collaborated with the Business Operations unit in restructuring the copier lease contracts and reduced annual operating costs by \$30,000. Another staff member, Sandee Scott was selected as the Non-Certifying Agencies Representative for the California Unified Certification Program (CUCP).

6.2 Update on Best Practices

Wayne Moore, CFO, briefed members on the implementation of the internal review process for Best Practices. There were 257 recommendations, most of which have been implemented. A progress report will be presented to the Audit Committee in June. The report will also be submitted to the Administration Committee and the Regional Council, for any required actions.

Motion was moved, seconded, and unanimously approved.

7.0 AUDIT COMMITTEE REPORT

Hon. Paul Nowatka, reported that the Working Group developed some recommendations for treatment of GASB 45 Other Post-Retirement benefits and the Supplemental Retirement program. The Audit Committee will be meeting jointly with the Personnel

Committee on April 12th @ 12:30 p.m. to review the proposed recommendations. After the Joint meeting, the recommendations will be forwarded to the Administration Committee and to the Regional Council for any required actions.

8.0 STAFF REPORT

There was no Staff Report

9.0 FUTURE AGENDA ITEMS

Hon. Richard Dixon and Hon. Ron Roberts requested that SCAG simplify the mileage and stipend reimbursement form. Wayne Moore, CFO stated that SCAG is currently working on revising the form and intends to have it implemented by the next Regional Council meeting.

10.0 ANNOUNCEMENTS

Hon. Dennis Washburn announced that an Earthquake Conference is being planned for August 8, 2007 in Ontario, California and recommended that Administration Committee members save-the-date.

11.0 ADJOURNMENT

Hon. Toni Young, Chair, adjourned the meeting at 9:20 a.m.

Due to the 2007 General Assembly, the Administration Committee will not meet in May. The next meeting will be held on June 7, 2007 in conjunction with the Retreat in Lake Arrowhead, California.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

| Member (including EX-Officio) LastName, FirstNameRepresenting | | X = County Represented | | | | | | X = Attended | | | | = No Meeting NM = New Member | | | | | | | | |
|--|-----------------------|------------------------|----|----|----|----|----|--------------|-----|-----|-----|------------------------------|-----|-----|-----|-----|-----|-----|-----|--|
| | | IC | LA | OC | RC | SB | VC | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| Aldinger, Jim* | Manhattan Beach | | X | | | | | X | | | | | | | | | | | | |
| Baldwin, Harry* | San Gabriel | | X | | | | | X | X | | X | | | | | | | | | |
| Becerra, Glen* | Simi Valley | | X | | | | | | | | | | | | | | | | | |
| Burke, Yvonne* | Los Angeles County | | X | | | | | X | X | | X | | | | | | | | | |
| Clark, Margaret* | Rosemead | | X | | | | | X | | | X | | | | | | | | | |
| Dixon, Richard* | Lake Forest | | | X | | | | X | | | X | | | | | | | | | |
| Edney, Jon* | El Centro | X | | | | | | X | X | X | X | | | | | | | | | |
| Loveridge, Ronald* | Riverside | | | | X | | | | X | X | | | | | | | | | | |
| Lowenthal, Bonnie | Long Beach | | X | | | | | | | | | | | | | | | | | |
| Masiel, Andrew* | T.A.S.I.N. | | | | X | | | | | X | X | | | | | | | | | |
| McCallon, Larry* | Highland | | | | X | | | X | X | X | | | | | | | | | | |
| Nowatka, Paul* | Torrance | | X | | | | | X | X | X | X | | | | | | | | | |
| O'Connor, Pam* | Santa Monica | | X | | | | | | | | | | | | | | | | | |
| Ovitt, Gary* | San Bernardino County | | | | | X | | | X | | X | | | | | | | | | |
| Parks, Bernard* | Los Angeles | | X | | | | | X | | | | | | | | | | | | |
| Pettis, Gregory* | Cathedral City | | | | X | | | X | X | X | X | | | | | | | | | |
| Roberts, Ron* | Temecula | | | | X | | | X | | | X | | | | | | | | | |
| Wapner, Alan* | Ontario | | | | | X | | | X | X | X | | | | | | | | | |
| Washburn, Dennis, V.Chair* | Calabasas | | | | | | X | X | X | X | X | | | | | | | | | |
| Young, Toni, Chair* | Port Hueneme | | | | | | X | | X | X | X | | | | | | | | | |
| Totals | | 1 | 9 | 1 | 5 | 2 | 2 | | | | | | | | | | | | | |

* Regional Council Member